

**DATE:** March 19, 2021

**TO:** ALL INTERESTED PARTIES

/s/ **SUZANNE M. AMBROSE**

**FROM:** Suzanne M. Ambrose  
Executive Officer

**SUBJECT: NOTICE OF PROPOSED REGULATIONS**

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**Notice is hereby given** that the State Personnel Board (SPB or Board) proposes to amend Section 66.1 to clarify the period of limitation for filing an internal merit issue complaint with the particular state agency involved in a challenged hiring decision.

**PUBLIC HEARING:**

A public hearing regarding the proposed regulatory action will be on May 4, 2021, at 10:00 a.m. via WebEx. In order to participate in the public hearing, please see the following options:

- Via Video (Online)

You may click, or copy and paste into your web browser, the following link:

<https://spb-meetings.webex.com/webappng/sites/spb-meetings/meeting/download/310fb041bc5645c49b417507e0130a58?siteurl=spb-meetings&MTID=m789f7c41eb0b6a1dd3ba4dfea48872f7>

Then enter the following information to gain access to the hearing:

Meeting Number: **182 390 7139**

Meeting password: **Q3ChvJMgb63**

- Via Telephone

You may also participate by dialing the phone number first and then the participant code listed below:

Phone Number: **+1-408-418-9388**

Participant Code: **1823907139##**

The telephonic conference to be used for the public hearing is accessible to persons with mobility impairment. Persons with sight or hearing impairments are requested to notify the contact person for these hearings (listed below) in order to make specific arrangements, if necessary.

**WRITTEN COMMENT PERIOD:**

Any interested party, or his or her duly authorized representative, may submit written comments relevant to the proposed regulatory action to the contact person listed below.

Lori Gillihan, Chief  
Policy Division  
State Personnel Board  
801 Capitol Mall  
Email: [lori.gillihan@spb.ca.gov](mailto:lori.gillihan@spb.ca.gov)

The backup contact person for these inquiries is:

Carlos Gomez, Analyst  
Policy Division  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814  
Phone: (916) 651-8350  
Email: [carlos.gomez@spb.ca.gov](mailto:carlos.gomez@spb.ca.gov)

The written comment period closes on May 3, 2021. Only written comments received by that time shall be reviewed and considered by the Board before it adopts, amends, or repeals a regulation.

### **AUTHORITY AND REFERENCE:**

The Board proposes to amend Section 66.1 of Title 2, Chapter 1 of the CCR pursuant to the authority vested in it by the California Constitution, article 7, section 3, and Government Code sections 18701. The proposed regulations will implement, interpret, and make specific the provisions of Government Code sections 12940, 18675, 18952, 19701, 19702, 19230, and 19231.

### **INFORMATIVE DIGEST/POLICY STATEMENT OVERVIEW:**

The Board is a constitutional body responsible for enforcing California's civil service statutes. (Cal. Const., art. VII, §§ 1, subd. (b) & 3; Gov. Code, § 18660.) In addition, the Board, by majority vote of all its members, prescribes probationary periods and classifications, adopts other rules authorized by statute, and reviews disciplinary actions imposed against state employees. (*Ibid.*)

Regulations adopted by the Board are exempt from the Administrative Procedure Act (APA), except as expressly specified. (Gov. Code, §§ 18211, 18215, & 18216.) This regulation falls under 18215(a)(2) and therefore, not exempt to APA review.

Existing Board rule, California Code of Regulations, title 2, section 66.1, requires an applicant or employee to first file a merit issue complaint with the state agency responsible for the alleged act or decision. However, section 66.1 fails to provide any limitation period for filing a merit issue complaint with the state agency responsible for the alleged act or decision. The Board's *Appeals Resource Guide* merely states that the state agency's "personnel office should be contacted regarding the time for filing a merit issue complaint." (pg. 39, May, 2019.)

The purpose of this regulatory action is to expressly provide for a one year period for the filing of an internal merit issue complaint with the state agency responsible for the alleged act or decision. This will ensure that all agencies are operating with the same limitation period and the affected employee is provided a reasonable timeframe for bringing such complaints.

Further changes were made to the regulation to improve the organization and general clarity of the regulation.

The benefits of this regulatory change are that it will update the Board's appeal-related regulations to include the timeline for filing a merit issue complaint with the state agency responsible for the alleged act or decision and conserve the fiscal interests of the state by clarifying the Board's merit issue complaint process standards. The Board has determined that the proposed regulation is neither inconsistent nor incompatible with existing state regulations.

**FISCAL IMPACT ON PUBLIC AGENCIES:**

- Mandate on local agencies and school districts: None.
- Cost to any local agency or school district that must be reimbursed in accordance with Government Code sections 17500 through 17630: None.
- Cost or savings to any State agency: None, since State agencies are currently required to record and maintain certain documents and files related to personal services contracts.
- Other nondiscretionary cost or savings imposed on local agencies: None.
- Cost or savings in federal funding to the State: None.

**SIGNIFICANT EFFECT ON HOUSING COSTS:**

None.

**ECONOMIC IMPACT ON BUSINESS:**

- Significant, statewide adverse economic impact directly affecting businesses including the ability of California businesses to compete with businesses in other states: None.
- Effect on small business: None, since the regulatory change only impacts the hiring and selection process of state departments, agencies, boards, or commissions.

**COST IMPACT ON A REPRESENTATIVE PRIVATE PERSON OR BUSINESS:**

The agency is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed

action since the regulatory change only impacts the hiring and selection process of state departments, agencies, boards, or commissions.

### **RESULTS OF ECONOMIC IMPACT ASESMENT:**

Adoption of these regulations will not:

1. Create or eliminate jobs within California.
2. Create new businesses or eliminate existing businesses within California.
3. Affect the expansion of businesses currently doing business within California.
4. Affect worker safety or the state's environment.

### **CONSIDERATION OF ALTERNATIVES:**

The Board must determine that no reasonable alternative it considered or that is otherwise identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed or would be as effective and less burdensome to affected private persons than the proposed action or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

### **CONTACT PERSONS:**

Inquiries concerning the proposed regulatory action, including questions regarding procedure, comments, or the substance of the proposal, may be directed to:

Lori Gillihan, Chief  
Policy Division  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814  
Phone: (916) 651-1043  
Email: [lori.gillihan@spb.ca.gov](mailto:lori.gillihan@spb.ca.gov)

The backup contact person for these inquiries is:

Carlos Gomez, Analyst  
Policy Division  
State Personnel Board  
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Email: [carlos.gomez@spb.ca.gov](mailto:carlos.gomez@spb.ca.gov)

Please direct requests for copies of the proposed text of the regulations, the initial statement of reasons, or other information upon which the rulemaking is based to Policy Division Chief, Lori Gillihan, at the above address.

**AVAILABILITY OF RULEMAKING FILE:**

The Board is maintaining a rulemaking file for the proposed regulatory action, which as of the date of this notice contains the following:

1. A copy of the text of the regulations for which the adoption is proposed in ~~strikeout~~ and underline;
2. A copy of this notice and statement of reasons for the proposed adoption; and
3. Any factual information upon which the proposed rulemaking is based.

If written comments, data or other factual information, studies or reports are received, they will be added to the rulemaking file. The file is available for public inspection during normal working hours at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814. Items 1 through 3 are also available on the Board's website at [www.spb.ca.gov](http://www.spb.ca.gov) under "What's New?" Copies may be obtained by contacting the person via the address, email, or phone number listed above.

**AVAILABILITY OF CHANGED OR MODIFIED TEXT:**

After considering all timely and relevant comments received, the Board may adopt the proposed regulations substantially as described in this notice. If the Board makes modifications that are sufficiently related to the originally proposed text, it will make the modified text (with the changes clearly indicated) available to the public for at least 15 days before the Board adopts the regulations as revised. Please send requests for copies of any modified regulations to the attention of the person at the address

indicated above. The Board will accept written comments on the modified regulations for 15 days after the date on which they are made available to the public.

**AVAILABILITY OF THE FINAL STATEMENT OF REASONS:**

It is anticipated that the proposed regulations will be filed with the Office of Administrative Law and shall include a Final Statement of Reasons. Copies of the Final Statement of Reasons may be obtained from the contact person when it becomes available.

**AVAILABILITY OF DOCUMENTS ON THE INTERNET:**

Copies of the Notice of Proposed Action, the Initial Statement of Reasons, and the text of the regulations in underline and strikeout can be accessed on the Board's website at [www.spb.ca.gov](http://www.spb.ca.gov) under "What's New?"